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| STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) | | Working Title of Position RF12 Technosylva software Subject Matter Expert (SME) Division and/or Subdivision <i>Shasta-Trinity Unit</i> Location of Headquarters <i>Redding</i> Class Title of Position Research Data Specialist II Position Number <i>541-213-5758-001</i> Effective Date | |
| INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee. | | | |
| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. | | |
| 30% | <p>Under direction of the Duty/Battalion Chief, the Research Data Specialist II will be responsible for performing the following duties:</p> <p>Serve as the Unit/Region/Headquarters (HQ) Technosylva Subject Matter Expert (SME) and user: *Utilize Technosylva's FireSim and FireCAST programs to run predictions and fire spread models, provide outputs to Duty Chiefs and Incident Commanders. *Continuously monitor weather and incident activity. *Work closely with Unit/Region/HQ and external cooperators to gather data on all emerging incidents, regardless of type. Report to Incident Commanders and identified Duty/Battalion Chiefs. *Continuously monitor incident activity within the Unit/Region/State and surrounding jurisdictions throughout the duty day; work closely with Units, Regions, Contract Counties, and federal land management agencies to gather data on emerging incidents. *Monitor National Weather Service (NWS) information for current weather conditions and incident potential. *Prepare and deliver reports and products for meetings and briefings to Unit Duty Officers and Duty Chiefs. *Prepare daily reports and ad hoc reports as directed by policy, Region Duty Chief, and Operations Coordination Center (OCC) Chief. *Utilize computer applications to provide full scale analysis of data in real time including the following computer programs and databases; FAMWEB (Fire and Aviation Management Web), ICS-209 (Incident Command System 209), IRWIN (Integrated Reporting of Wildfire Information), IROC (Incident Resource Ordering Capability), Cognos Reports, SIT Report (Situation Report), WIMS (Weather Information Management System), RAWS (Remote Automated Weather Stations), EGP (Enterprise Geospatial Portal), WFDSS (Wildfire Decision Support System), WMFI (Wild Fire Management Information), etc. * Provide Unit/Region/HQ assistance as system manager in applying Technosylva data and mapping applications, including: product access, review, support, and guidance. Support Unit, Region, and Sacramento operations. *Serve as decision support system, common operating platform SME in assigned area. *Provide support to incidents, statewide emergencies, planned events, and prescribed fire projects.</p> <p><small>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</small></p> | | |
| Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation. | | | |
| Job qualifications and/or conditions of employment: | | | |
| "We have discussed this document in its entirety and understand the duties of this position." | | | |
| Employee Signature _____ | | Supervisor Signature _____ | |
| Date _____ | | Date _____ | |
| Personnel use only <input type="checkbox"/> Posted to Directory | | Initials and date _____ | |

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20%

*Assist in data inputs and output servicing for ongoing deployment of real-time fire spread and risk models. *Update incident data on collaborative platforms for sharing internally and externally including SCOUT (Situational Awareness and Collaboration Tool), etc. Assist Duty Chief in completion of Federal Management Assistant Grant (FMAG).

15%

*Assist in creation of maps, dashboards, and other displays regarding threat assessment, weather potential, emerging incidents, etc. using Technosylva FireSim and FireCAST products and Geographic Information System (GIS) tools. *Create map-based displays, charts, tables, dashboards and other reports related to geographic data being used in the Unit to perform basic functions and strategies for analyses and communication of forecasts, warnings, and other relevant messaging in a timely manner. Utilize systematic approaches and tools such as ModelBuilder, Python and/or other programming languages to automate map display strategies (map cache) and other reporting/display tools.

10%

*Manage fire weather and fire activity data for use in fire modeling software including FireSIM and FireCAST. Integrate and collaborate data and situational awareness exchange with Unit, Northern Region, Southern Region, and Sacramento offices for all incident types. *Manage inputs for Fire Forecasting/Fire Threat/Fire Risk GIS library in assigned area of responsibility. Assemble, document, edit, and verify authoritative GIS data library (structured and unstructured data) on CAL FIRE (California Dept. of Forestry and Fire Protection) networks and in ArcGIS Online (AGOL). *Gather, compile, populate, edit, and interpret authoritative and research-related data using enterprise GIS data management and reporting tools, including data editing of map features (digitizing) and database updates. Gather, compile, populate, edit, verify, and interpret information in map-based (GIS) multi-user and single user databases and applications using ESRI Enterprise GIS and ArcGIS Desktop suite of tools. *Conduct data verification using versioned editing workflows including post and reconcile for specific edits, and replication and synchronization strategies for collecting data. Utilize systematic approaches and tools such as ModelBuilder, Python and/or other programming languages to automate data entry.

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Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date

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| 10% | *Train CAL FIRE personnel and cooperators on policies, products, and integration of Technosylva software processes. *Serve as Technosylva FireSIM and FireCAST subject matter expert, providing guidance and training to CAL FIRE Unit, Region, and HQ personnel, contract counties, Fire Intelligence (INTEL) operations, and Emergency Command Center (ECC) Support Teams. *Develop and provide Technosylva FireSIM and FireCAST training directly to CAL FIRE personnel and in CAL FIRE courses. Make technical presentations on Unit/Region/Statewide Data processing, predictions, forecasts, analysis, and results. |
| 10% | Make recommendations to Region and/or Sacramento Duty Chiefs for selection and prioritization of Technosylva products. Develop and test output products for use internal and external to the Unit/Region to communicate fire potential and fire risk specific to the Unit/Region. Assist with development and maintenance of policy and procedure documents guiding the use of Technosylva FireSIM and FireCAST. Serve as Technosylva SME in policy and procedure maintenance. |
| 5% | *Maintain availability for assignment to emergency incidents, travel to and from additional assignments as required. |
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